



*A Catholic Community-Based Learning Environment ♦
Transitional Kindergarten through Grade 8*

Planned Absences Request Form 2018-2019

Any student having a planned absence must have this form filled out at least 2-4 weeks prior to the absence. Once this form is completed, please have all of the teachers sign this form whose classes will be missed, along with the principal, and submit it to the front office for approval. Please remember that it is vital in a students' education for them to be present in the classroom, regardless of their age or grade, in order for them to reach their optimal success.

Name of Student: _____ Grade _____
(One form per student)

Dates of school that will be missed: _____

Please briefly explain the reason for absences: _____

Signature of Teacher(s): All Forms are to be given to the Teacher for signature.

_____	_____
_____	_____
_____	_____

Parent Name: _____ Parent Signature: _____

Principal Signature: _____

Date form was submitted: _____

***Approval of a planned absence can be denied at the discretion of SMS teachers and principal.**